

MCO 1510.41B
Individual Training Standards (ITS)
System
for
TRAFFIC MANAGEMENT
OCCFLD 31

Signed 7 Apr 99
T. S. JONES
By direction



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MARINE CORPS ORDER 1510.41B

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR OCCUPATIONAL FIELD (OCCFLD) 31,
TRAFFIC MANAGEMENT

Ref: (a) MCO 1553.1B
(b) MCO 1553.2
(c) MCO 1553.3

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (6) for OccFld 31, Traffic Management.

2. Cancellation. MCO 1510.41A.

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSs establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders and school directors build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSs represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards. Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. Extensive changes have been made to this Order and it should be reviewed in its entirety. Appendix B to Enclosure (5) lists current Marine Corps Institute (MCI) Courses with associated tasks, and Appendix D to Enclosure (5) lists references with associated tasks. Enclosure (6) contains information on initial training setting, MCI products, and training materiel.

5. Information. ITSs are used by unit commanders and school directors to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-the-Job Training (MOJT), instruction in unit level schools, or incorporation in their training plans. School directors will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks,

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conditions, standards, and performance steps of each associated ITS. Task lists reported by formal schools on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for formal school training at the appropriate level.

6. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure that all schools use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS/OccFld sponsors.

(4) Ensure the Combat Development Process identifies the impact on training, by MOS and ITS, of all new equipment.

(5) Ensure coordination with the Commander, Marine Corps Systems Command (COMMACORSYSCOM) to integrate the acquisition of new equipment into formal school training per the published ITSS.

b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MJJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C461) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

T. S. JONES
By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents the specific task, the duty area under which that task is included, and the MOS (or billet) with which it is associated. Each part is separated by periods. An example of an ITS Designator is 3102.01.03.

a. The first four positions ("3102" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("01" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned consecutive ascending Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "01" represents the first duty area under MOS 3102.

c. The last two positions ("03" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned consecutive ascending Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "03" represents the third task within the first duty area under MOS 3102.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. References. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an Initial Training Setting that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).

ENCLOSURE (1)

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Current MCI(s) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSs form the basis for all individual training in formal schools and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. Formal school directors are responsible for reviewing all ITSs marked for initial training at the formal school. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with SAT, a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through MOJT, as appropriate.

d. A Marine should continue to receive instruction on ITSs that support his unit's METL. Individual training cannot cease upon graduation from a formal school because formal schools cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the formal schools, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and school directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by formal schools are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

ENCLOSURE (2)

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.
2. Format. The columns are as follows:
 - a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.
 - b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.
 - c. TITLE. ITS Task Title.
 - d. FS. Formal School. A mark appears in this column when the Formal School is designated as the initial training setting. An "S" indicates the task is taught to "standard" at the formal school. A "P" indicates that the formal school provides only "preliminary" instruction and it is up to the unit to provide follow-on MOJT instruction to teach the task to standard.
 - e. MOJT. Managed On-The-Job Training. An "S" appears in this column when MOJT is designated as the initial training setting. Instruction is always to "standard."
 - f. MCI. Current MCI Publication(s). An "X" in this column indicates that at least one MCI publication addresses this task. Consult enclosure (6) for details.
 - g. SUS. Sustainment Training Period. An entry in this column represents the number of months within which the unit is expected to train or retrain this task to standard provided the task supports the unit's METL.
 - h. REQ BY. Required By. An entry in this column depicts the lowest rank required to demonstrate proficiency in this task.
 - i. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ BY	PAGE
<u>MOS 3102, TRAFFIC MANAGEMENT OFFICER</u>								
<u>DUTY AREA 01 - PERSONAL PROPERTY MOVEMENT</u>								
1)	3102.01.01	SUPERVISE PERSONAL PROPERTY SHIPMENT PROCESSING	S			12	WO	6-A-1
2)	3102.01.02	SUPERVISE ALLOCATION OF PERSONAL PROPERTY SHIPMENTS	S			12	WO	6-A-2
3)	3102.01.03	SUPERVISE CONDUCT OF QUALITY CONTROL INSPECTIONS OF PERSONAL PROPERTY SHIPMENTS	S			12	WO	6-A-3
4)	3102.01.04	SUPERVISE BUDGET AND CONTROLS FOR DEPLOYMENT STORAGE AND LOCAL MOVES		S		12	WO	6-A-4
5)	3102.01.05	CERTIFY BILLS FOR PAYMENT		S		12	WO	6-A-4
6)	3102.01.06	MONITOR PERSONAL EFFECTS AND BAGGAGE CENTER (PEBC) OPERATIONS		S		12	Maj	6-A-5

ENCLOSURE (3)

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SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
<u>DUTY AREA 02 - CARGO MOVEMENT</u>									
1)	3102.02.01	ENSURE MAINTENANCE OF 463L PALLET STOCKS		S		36	WO		6-A-7
2)	3102.02.02	SUPERVISE CARGO HANDLING	S			12	WO		6-A-7
3)	3102.02.03	SUPERVISE RAIL CAR LOADING/UNLOADING OPERATIONS	S			12	WO		6-A-8
4)	3102.02.04	COORDINATE PORT/INLAND WATERWAY TERMINALS AND STEVEDORING OPERATIONS	S			12	WO		6-A-8
5)	3102.02.06	SUPERVISE SHIPMENTS OF HAZARDOUS/SPECIAL HANDLING MATERIEL	S			12	WO		6-A-9
<u>DUTY AREA 03 - PASSENGER MOVEMENT</u>									
1)	3102.03.01	SUPERVISE PASSENGER TRAVEL REQUEST PROCESSING	S			12	WO		6-A-11
2)	3102.03.02	MONITOR COMMERCIAL TRAVEL OFFICE (CTO) PERFORMANCE	S			12	WO		6-A-11
3)	3102.03.03	OPERATE PASSENGER LIAISON OFFICE AT AIR MOBILITY COMMAND (AMC) CHANNEL GATEWAYS		S		12	WO		6-A-12
4)	3102.03.04	SUPERVISE TRANSPORTATION FOR DECEASED MEMBERS	S			12	WO		6-A-12
<u>DUTY AREA 04 - TRANSPORTATION OPERATIONS</u>									
1)	3102.04.01	SUPERVISE ORIGIN TO PORT OF EMBARKATION (POE) MOVEMENT/DEPLOYMENT SUPPORT	S			12	WO		6-A-14
2)	3102.04.02	COORDINATE SUPPORTING THEATER SUSTAINMENT FUNCTIONS	P			12	WO		6-A-14
3)	3102.04.03	SUPERVISE PACKAGING, PRESERVATION, AND PACKING (PP&P) BUDGET REQUIREMENTS	P			12	WO		6-A-15
4)	3102.04.04	SUPERVISE CONTAINER POOL OPERATIONS		S		12	WO		6-A-15
5)	3102.04.05	SUPERVISE CIVILIAN EMPLOYEE PERFORMANCE		S		12	WO		6-A-16
<u>MOS 3112, TRAFFIC MANAGEMENT SPECIALIST</u>									
<u>DUTY AREA 01 - PERSONAL PROPERTY MOVEMENT</u>									
1)	3112.01.01	COUNSEL MEMBERS ON BASIC PERSONAL PROPERTY/HOUSEHOLD GOODS ENTITLEMENTS	S			12	PFC		6-B-1
2)	3112.01.02	ALLOCATE PERSONAL PROPERTY SHIPMENT TO CARRIER	S			12	PFC		6-B-2
3)	3112.01.03	PROCESS DO IT YOURSELF (DITY) MOVE	S			12	PFC		6-B-3
4)	3112.01.04	PROCESS INBOUND SHIPMENT/STORAGE IN TRANSIT (SIT)		S		12	PFC		6-B-4
5)	3112.01.05	TRACE PERSONAL PROPERTY SHIPMENT		S		12	PFC		6-B-5
6)	3112.01.06	DIVERT PERSONAL PROPERTY SHIPMENT		S		12	Sgt		6-B-5
7)	3112.01.07	RECONSIGN PERSONAL PROPERTY SHIPMENT		S		12	Sgt		6-B-6
8)	3112.01.08	MANAGE DEPLOYMENT STORAGE OF PERSONAL EFFECTS		S		12	Sgt		6-B-6
9)	3112.01.09	PROCESS NON-TEMPORARY STORAGE (NTS) SHIPMENT		S		12	Sgt		6-B-7
10)	3112.01.10	PROCESS PRIVATELY OWNED VEHICLE (POV) FOR SHIPMENT/STORAGE		S		12	Sgt		6-B-8
11)	3112.01.11	PROCESS MOBILE HOME SHIPMENT		S		12	Sgt		6-B-9
12)	3112.01.12	PROCESS BOAT SHIPMENT		S		12	Sgt		6-B-10
13)	3112.01.13	MAINTAIN TONNAGE DISTRIBUTION PROGRAM		S		12	SSgt		6-B-11
14)	3112.01.14	MONITOR PERSONAL PROPERTY CARRIER PERFORMANCE		S		12	SSgt		6-B-12

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ BY	PAGE
15)	3112.01.15	CONDUCT QUALITY CONTROL INSPECTION	S			12	SSgt	6-B-12
16)	3112.01.16	PERFORM SYSTEMS ADMINISTRATION FUNCTIONS FOR THE TRANSPORTATION OPERATIONAL PERSONAL PROPERTY STANDARDS SYSTEM (TOPS)	S			12	SSgt	6-B-13
17)	3112.01.17	PROCESS LOSS/DAMAGE CLAIMS	S			12	GySgt	6-B-14
18)	3112.01.18	MANAGE PERSONAL EFFECTS AND BAGGAGE CENTER (PEBC)		S		12	GySgt	6-B-15
19)	3112.01.19	MONITOR DIRECT PROCUREMENT METHOD (DPM) CONTRACTOR'S PERFORMANCE		S		12	GySgt	6-B-15

DUTY AREA 02 - CARGO MOVEMENT

1)	3112.02.01	PROCESS OUTBOUND CARGO SHIPMENTS	S			12	PFC	6-B-17
2)	3112.02.02	MONITOR PACKAGING, PRESERVATION, AND PACKING (PP&P) FOR OUTBOUND CARGO SHIPMENTS	S			12	PFC	6-B-17
3)	3112.02.03	ALLOCATE CARGO SHIPMENT	S			12	PFC	6-B-18
4)	3112.02.04	DIVERT CARGO	S			12	PFC	6-B-19
5)	3112.02.05	INITIATE TRACER ACTION	S			12	PFC	6-B-19
6)	3112.02.06	PROCESS INBOUND CARGO SHIPMENT	S			12	PFC	6-B-20
7)	3112.02.07	PROCESS DISCREPANCIES IN CARGO SHIPMENT	S			12	PFC	6-B-20
8)	3112.02.08	GENERATE MILITARY STANDARD TRANSPORTATION MOVEMENT PROCEDURES (MILSTAMP) DOCUMENTATION FOR UNIT CARGO MOVEMENT	S			12	PFC	6-B-21
9)	3112.02.09	PREPARE 463L PALLETS AND NETS FOR AIR TRANSPORT	S			12	PFC	6-B-22
10)	3112.02.10	PROCESS CARGO AT DOD AIR OR DESIGNATED TERMINAL FOR COMMON USER DOD-OWNED OR COMMERCIAL CHARTER FLIGHTS	S			12	PFC	6-B-22
11)	3112.02.11	PROCESS COMMON USER SEALIFT SHIPMENT REQUESTS	S			12	PFC	6-B-23
12)	3112.02.12	PROCESS RAIL MOVEMENT REQUESTS		S		12	Sgt	6-B-23
13)	3112.02.13	CONDUCT QUALITY CONTROL INSPECTION OF CARGO SHIPMENT		S		12	Sgt	6-B-24
14)	3112.02.14	MANAGE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS		S		12	SSgt	6-B-25
15)	3112.02.15	OPERATE AIR CLEARANCE AUTHORITY (ACA)		S		12	SSgt	6-B-25

DUTY AREA 03 - SPECIAL CARGO OPERATIONS

1)	3112.03.01	PROCESS OUTSIZED/OVERSIDED CARGO SHIPMENTS	S			12	PFC	6-B-27
2)	3112.03.02	REPORT HAZARDOUS MATERIAL LEAKS AND SPILLS	S			6	PFC	6-B-27
3)	3112.03.03	PROCESS SHIPMENTS OF HAZARDOUS/SPECIAL HANDLING MATERIAL	S			6	Cpl	6-B-28
4)	3112.03.04	CONDUCT SPECIAL HANDLING CARGO OPERATIONS	S			6	Cpl	6-B-29
5)	3112.03.05	SUPERVISE SHIPMENTS OF HAZARDOUS/SPECIAL HANDLING MATERIAL	S			12	Sgt	6-B-30

DUTY AREA 04 - PASSENGER MOVEMENT

1)	3112.04.01	PROCESS PASSENGER TRAVEL	S			12	PFC	6-B-32
2)	3112.04.02	PROCESS UNUSED TRANSPORTATION DOCUMENT	S			12	PFC	6-B-32
3)	3112.04.03	ARRANGE TRAVEL FOR MEMBERS WITH INSUFFICIENT FUNDS	P			12	Cpl	6-B-33
4)	3112.04.04	ARRANGE TRAVEL FOR PRISONER UNDER ESCORT	S			12	PFC	6-B-33
5)	3112.04.05	RECONCILE CENTRALLY-BILLED ACCOUNTS (CBA) FOR PAYMENT	S			12	PFC	6-B-34
6)	3112.04.06	PROCESS PORT CALL REQUEST	S			12	PFC	6-B-34

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7)	3112.04.07	PROCESS PASSENGERS AT DOD AIR TERMINAL FOR COMMON USER DOD-OWNED OR CONTROLLED AIRCRAFT	S			12	PFC	6-B-35
8)	3112.04.08	PROCESS NO-FEE PASSPORT	S			12	Cpl	6-B-36
9)	3112.04.09	PROCESS GROUP TRAVEL REQUEST	S			12	SSgt	6-B-36
10)	3112.04.10	ARRANGE TRANSPORTATION FOR DECEASED MEMBER (BLUEBARK)	S			12	SSgt	6-B-37
11)	3112.04.11	SUPERVISE PASSENGER AIR MOBILITY COMMAND (AMC) GATEWAYS	S			12	SSgt	6-B-38
<u>DUTY AREA 05 - CONTAINER/BREAKBULK OPERATIONS</u>								
1)	3112.05.01	CONDUCT CONTAINER OPERATIONS	P			12	PFC	6-B-39

ENCLOSURE (3)

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COMMON INDIVIDUAL TRAINING STANDARDS

DOES NOT APPLY TO THIS ORDER.

ENCLOSURE (4)

TRAINING SUPPORT

1. This enclosure summarizes four categories of training support by ITS for the entire OccFld:

Appendix A: Training Materiel

Appendix B: Current MCIs

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: References

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

ENCLOSURE (5)

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TRAINING MATERIEL

DOES NOT APPLY TO THIS ORDER.

Appendix A to
ENCLOSURE (5)

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CURRENT MCI PUBLICATIONS

DOES NOT APPLY TO THIS ORDER.

Appendix B to
ENCLOSURE (5)

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

REFERENCES	TASK NUMBERS
29 CFR Occupational Safety and Health Standards, 1910.1200 Hazard Communication	3102.02.06 3112.03.02 3112.03.03 3112.03.05
49 CFR Transportation, Part 172, Subpart H, Table of Hazardous Materials and Special Provisions	3112.03.02
49 CFR Transportation, Parts 100-185	3102.02.06 3112.03.03 3112.03.04 3112.03.05
Air Force Instruction (AFI) supplement to JFTR/JTR	3102.01.01 3112.01.01 3112.01.03 3112.01.04 3112.01.09 3112.01.11 3112.01.12 3112.01.17
Defense Federal Acquisition Regulation (DFAR)	3102.01.04 3102.01.05 3102.03.01
Federal Acquisition Regulation (FAR)	3102.01.04 3102.01.05 3112.01.19
International Air Transport Association (IATA) Dangerous Goods Regulation	3102.02.06 3112.03.03 3112.03.05
International Maritime Dangerous Goods (IMDG) Code	3102.02.06 3112.03.03 3112.03.05
Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members	3102.01.01 3102.03.01 3102.03.04 3112.01.01 3112.01.03 3112.01.04 3112.01.09 3112.01.10 3112.01.11 3112.01.12 3112.04.01 3112.04.03 3112.04.04 3112.04.10
Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel	3102.01.01 3102.03.04 3112.01.01 3112.01.03 3112.01.04 3112.01.09 3112.01.10 3112.01.11 3112.01.12 3112.04.01
Judge Advocate General (JAG) Manual	3102.01.01 3112.01.17
Local Standing Operating Procedures (SOP)	3102.01.05 3112.02.14 3112.04.02 3112.04.05 3112.05.01

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REFERENCES	TASK NUMBERS				
Local deployment support Standing Operating Procedures (SOP)	3102.04.01	3112.01.08			
Local position descriptions for government employees	3102.04.05				
MITC Carrier Approval Guide for Domestic Household Goods Carriers	3102.01.02	3112.01.02	3112.01.07		
MITC Carrier Approval Guide for International Household Goods Carriers	3102.01.02	3112.01.02	3112.01.07		
MITC Carrier Rate Solicitation Guide	3102.01.02	3112.01.02	3112.01.07		
MITC Code/Mode Selection Guide	3102.01.02	3112.01.02	3112.01.07		
MITC Household Goods Carriers Bureau Mileage Guide	3102.01.01	3112.01.03			
MITC Household Goods Domestic Rate Solicitation Guide	3102.01.01	3102.01.02	3112.01.02	3112.01.03	
MITC International Government Bill of Lading (GBL) Procedures	3102.01.02	3112.01.02			
MITC Personal Property Consignment Instruction Guide, Volumes I and II	3102.01.01	3112.01.01			
MITC Privately Owned Vehicle (POV) Booklet	3112.01.10				
North American Emergency Response	3102.02.06	3112.03.02	3112.03.03	3112.03.05	
Standard Accounting, Budgeting, and Reporting System (SABRS) User's Manual	3102.04.03				
Total Quality Assurance Program (TQAP) Booklet	3102.01.03	3112.01.13	3112.01.14		
Transportation Operational Personal Property Standard System (TOPS) User's Manual	3112.01.16				
U.S. Government Employees Master Labor Agreement (MLA)	3102.04.05				
USAF Foreign Clearance Guide	3112.04.06	3112.04.07	3112.04.08		
AFT 24-501, The Air Force Do It Yourself (DITY) Move Program	3112.01.01				
AR 55-71, Transportation of Personal Property and Related Services	3102.01.01 3112.01.09	3112.01.01 3112.01.11	3112.01.03 3112.01.12	3112.01.04 3112.01.17	
COMDTINST M4050.6, Transportation of Personal Property	3102.01.01 3112.01.09	3112.01.01 3112.01.11	3112.01.03 3112.01.12	3112.01.04 3112.01.17	

Appendix D to
ENCLOSURE (5)

REFERENCES	TASK NUMBERS			
DOD 4160.21-M, Defense Materiel Disposition Manual	3102.01.06	3112.01.18		
DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)	3102.01.01 3112.01.03 3112.01.16 3112.02.05	3102.02.02 3112.01.05 3112.02.01 3112.02.08	3102.02.04 3112.01.06 3112.02.03 3112.02.10	3112.01.02 3112.01.07 3112.02.04 3112.02.15
DOD 4500.34-R, DoD Personal Property Traffic Management Regulation	3102.01.01 3102.01.05 3112.01.03 3112.01.07 3112.01.11 3112.01.15	3102.01.02 3102.01.06 3112.01.04 3112.01.08 3112.01.12 3112.01.17	3102.01.03 3112.01.01 3112.01.05 3112.01.09 3112.01.13 3112.01.18	3102.01.04 3112.01.02 3112.01.06 3112.01.10 3112.01.14 3112.01.19
DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement	3102.03.01 3112.04.03 3112.04.09	3102.03.02 3112.04.04 3112.04.10	3102.03.04 3112.04.06 3112.04.11	3112.04.01 3112.04.07
DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement	3102.02.01 3102.02.06 3112.02.04 3112.02.09 3112.02.15 3112.03.04	3102.02.02 3112.02.01 3112.02.05 3112.02.11 3112.03.01 3112.03.05	3102.02.03 3112.02.02 3112.02.06 3112.02.12 3112.03.02 3112.05.01	3102.02.04 3112.02.03 3112.02.08 3112.02.13 3112.03.03
DOD 4500.9-R, PART III, Defense Transportation Regulation (DTR), Mobility	3102.04.01	3102.04.04		
DOD 4515.13-R, Air Transportation Eligibility	3102.03.01 3112.04.07	3102.03.03 3112.04.11	3112.04.04	3112.04.06
DOD 5030.49-R, Customs Inspection	3102.01.01 3112.01.15	3102.01.03	3112.01.01	3112.01.04
DOD 5500.7-P, Joint Ethics Regulation	3102.03.02			
MCO 4600.35, Guide to Movement of Mobile Homes	3102.01.01			
MCO 4631.3, Military Airlift "Blue Bark" Passengers	3102.03.04	3112.04.10		
MCO 4631.8, Management System / 463L Pallets, Nets, and Tied	3102.02.01	3112.02.09		
MCO 4650.30, Port Call Procedures / Move USMC Between Overseas	3112.04.01	3112.04.06		
MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)	3102.03.04	3112.04.10		
MCO P4030.19, Preparing Hazardous Materials for Military Air Shipments	3102.02.02 3112.03.05	3102.02.06	3112.03.03	3112.03.04
MCO P4030.36, Marine Corps Packaging Manual	3102.04.03			

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REFERENCES	TASK NUMBERS			
MCO P4050.38, Personal Effects and Baggage Manual	3102.01.06	3112.01.18		
MCO P4600.39, Marine Corps Personal Property Transportation Manual	3102.01.01 3112.01.09	3112.01.01 3112.01.11	3112.01.04 3112.01.12	3112.01.08 3112.01.17
MCO P4600.7, USMC Transportation Manual	3102.01.01 3102.02.06 3102.03.04 3112.01.19 3112.02.05 3112.02.10 3112.03.04 3112.04.03 3112.04.09	3102.02.02 3102.03.01 3102.04.01 3112.02.01 3112.02.06 3112.02.15 3112.03.05 3112.04.04 3112.04.10	3102.02.03 3102.03.02 3112.01.01 3112.02.02 3112.02.07 3112.03.01 3112.04.01 3112.04.05 3112.05.01	3102.02.04 3102.03.03 3112.01.03 3112.02.03 3112.02.08 3112.03.03 3112.04.02 3112.04.06
MCO P4610.19, Report Transportation Discrepancy Shipments	3112.02.06	3112.02.07		
MCO P4650.37, Marine Corps Transportation Information Management (MCTIM)	3112.04.03			
MIL-STD-129J, Marking for Shipping and Storage	3112.02.13			
MIL-STD-212D, Electromagnetic Interference (EMI) Connectors	3102.01.03	3112.01.15		
NAVSUP P490, Navy Personal Property Manual	3102.01.01 3112.01.09	3112.01.01 3112.01.11	3112.01.03 3112.01.12	3112.01.04 3112.01.17
NAVSUPINSTR 4205.3, Contracting Officer's Technical Representative	3102.03.02			
PC-POP III, Performance Oriented Packaging (POP) Personal Computer Program III	3102.02.06	3112.03.03	3112.03.05	
UM 4400-124, FMF SASSY Using Unit Procedures	3102.01.06	3112.01.18		

Appendix D to
ENCLOSURE (5)

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).
2. Format. For each ITS, the following elements of information are provided:
 - a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.
 - b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.
 - c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.
 - d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.
 - e. REFERENCES. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.
 - f. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.
 - g. INITIAL TRAINING SETTING. All ITSs are assigned an Initial Training Setting that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).
 - h. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*) .
 - i. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.
 - j. CURRENT MCI(S) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

ENCLOSURE (6)

MOS 3102, TRAFFIC MANAGEMENT OFFICER

DUTY AREA 01 - PERSONAL PROPERTY MOVEMENT

TASK: 3102.01.01 SUPERVISE PERSONAL PROPERTY SHIPMENT PROCESSING

CONDITION(S): Given a personal property shipment processing section, requests for shipment of personal property, access to the Transportation Operational Personal Property Standard System (TOPS), documentation from members, required orders and forms, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Ensure all applications for shipment or storage of personal property are processed promptly.
2. Ensure service members are counseled on their entitlements and responsibilities for the movement and storage of their property.
3. Ensure proper procedures are initiated for requests which are outside the Traffic Management Office (TMO) area of responsibility.
4. Ensure appropriate agencies are informed when claims are filed to reflect the loss of firearms from shipments or storage lots of personal property.
5. Ensure all claims against the Government for lost or damaged property are processed promptly.
6. Ensure proper action is taken to divert or trace personal property upon request.
7. Ensure all documentation is maintained and kept current.
8. Manage budget requirements for local moves and Direct Procurement Method (DPM) contracts.
9. Monitor Total Quality Assurance Program (TQAP).

REFERENCE(S) :

1. Air Force Instruction (AFI) supplement to JFTR/JTR
2. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
3. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
4. Judge Advocate General (JAG) Manual
5. MIMC Household Goods Carriers Bureau Mileage Guide
6. MIMC Household Goods Domestic Rate Solicitation Guide
7. MIMC Personal Property Consignment Instruction Guide, Volumes I and II
8. AR 55-71, Transportation of Personal Property and Related Services

9. COMDTINST M4050.6, Transportation of Personal Property
10. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
11. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
12. DOD 5030.49-R, Customs Inspection
13. MCO 4600.35, Guide to Movement of Mobile Homes
14. MCO P4600.39, Marine Corps Personal Property Transportation Manual
15. MCO P4600.7, USMC Transportation Manual
16. NAVSUP P490, Navy Personal Property Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 3102.01.02 SUPERVISE ALLOCATION OF PERSONAL PROPERTY SHIPMENTS

CONDITION(S): Given a personal property shipment processing section, personal property ready for shipment, access to the Transportation Operational Personal Property Standard System (TOPS), carrier files and documentation, Tonnage Distribution Report (TDR), required forms, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Ensure adequate records are maintained of rates and shipment data.
2. Ensure the method and mode of shipment are selected per the references and fulfill the requirements of the service member.
3. Ensure the member or member's agent is provided with the name of the carrier or warehouse selected, and the dates for packing and related services prior to movement or storage.
4. Ensure personal property traffic is distributed as prescribed by the references.
5. Ensure Transportation Control and Movement Documents and Government Bills of Lading are submitted to the carriers.
6. Ensure diversion and reconsignment certificates are prepared and distributed as necessary.
7. Ensure accurate weights are calculated and recorded on the TDR.
8. Maintain a public file for review by carriers.

REFERENCE(S):

1. MIMC Carrier Approval Guide for Domestic Household Goods Carriers
2. MIMC Carrier Approval Guide for International Household Goods Carriers

3. MIMC Carrier Rate Solicitation Guide
4. MIMC Code/Mode Selection Guide
5. MIMC Household Goods Domestic Rate Solicitation Guide
6. MIMC International Government Bill of Lading (GBL) Procedures
7. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 3102.01.03 SUPERVISE CONDUCT OF QUALITY CONTROL INSPECTIONS OF PERSONAL PROPERTY SHIPMENTS

CONDITION(S): Given personal property shipments, inspectors with customs certifications, carrier's storage facilities, equipment, and references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Ensure customs inspections are performed.
2. Ensure customs documents are prepared and distributed, as required.
3. Ensure the carrier's facilities and equipment are inspected for damaged property.
4. Ensure the carrier is inspected for proper storage, handling, and packing/unpacking procedures.
5. Monitor performance of claims inspections to determine carrier or contractor compliance with regulations or contractual obligations.
6. Ensure inspection of all mobile home shipments to determine carriers are in compliance with terms and conditions for mobile home shipments.
7. Ensure all copies of carrier inspection reports are submitted to appropriate Military Traffic Management Command.
8. Ensure carrier performance files are established and maintained.
9. Ensure proper procedures are initiated and followed for the warning, suspension, or disqualification of a carrier.

REFERENCE(S):

1. Total Quality Assurance Program (TQAP) Booklet
2. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
3. DOD 5030.49-R, Customs Inspection
4. MIL-STD-212D, Electromagnetic Interference (EMI) Connectors

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

Appendix A to
ENCLOSURE (6)

TASK: 3102.01.04 SUPERVISE BUDGET AND CONTROLS FOR DEPLOYMENT STORAGE AND LOCAL MOVES

CONDITION(S): Given an annual budget for personal property movement, access to the Transportation Operational Personal Property Standard System (TOPS), a calculator, historical data, appropriate supporting documents, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Review historical data.
2. Estimate future requirements.
3. Establish current budget requirements.
4. Submit budget requirements as required.
5. Conduct quarterly budget review to ensure compliance and projection accuracy and control.

REFERENCE(S):

1. Defense Federal Acquisition Regulation (DFAR)
2. Federal Acquisition Regulation (FAR)
3. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 3102.01.05 CERTIFY BILLS FOR PAYMENT

CONDITION(S): Given a carrier's bill, corresponding Government Bill of Lading (GBL), access to automated system(s), a calculator, appropriate forms, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Process billing invoice.
2. Locate corresponding obligation instrument.
3. Reconcile costs associated with billing invoice.
4. Certify when correct, or reject and return to billing activity when incorrect.
5. Forward to Defense Finance Accounting Service (DFAS) for payment.
6. Generate statistical data per the references and as directed for the following obligations instruments:
 - a. Government Bill of Lading (GBL)

- b. Commercial Bill of Lading
- c. Automated Government Transportation Request (AGTR)
- d. Small package bill
- e. Defense Transportation System bill
- f. Post-handling bill
- g. Special Assignment Airlift bill
- h. Commercial charter bill

REFERENCE(S) :

- 1. Defense Federal Acquisition Regulation (DFAR)
- 2. Federal Acquisition Regulation (FAR)
- 3. Local Standing Operating Procedures (SOP)
- 4. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 3102.01.06 MONITOR PERSONAL EFFECTS AND BAGGAGE CENTER (PEBC) OPERATIONS

CONDITION(S): Given a PEBC, monthly status reports, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

- 1. Ensure storage facility is maintained properly and standard warehousing practices are followed.
- 2. Ensure proper counseling is provided to units and members.
- 3. Ensure personal effects and airline baggage are processed properly.
- 4. Ensure certified correspondence is prepared and mailed promptly.
- 5. Ensure personal effects, baggage, and privately owned vehicles (POVs) of deceased members are processed expeditiously.
- 6. Review procedures and monthly status reports.

REFERENCE(S) :

- 1. DOD 4160.21-M, Defense Materiel Disposition Manual
- 2. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
- 3. MCO P4050.38, Personal Effects and Baggage Manual

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4. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Maj)

Appendix A to
ENCLOSURE (6)

DUTY AREA 02 - CARGO MOVEMENT

TASK: 3102.02.01 ENSURE MAINTENANCE OF 463L PALLET STOCKS

CONDITION(S): Given a stock of 463L pallets, nets, dunnage, plastic sheet pallet covers, and the references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Ensure pallets are stored in stacks of tens, no more than four stacks high.
2. Ensure three point dunnage is placed between stacks of ten pallets.
3. Ensure pallets stored outdoors are covered with plastic.
4. Ensure serviceable pallets are stored separately from unserviceable pallets.

REFERENCE(S):

1. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
2. MCO 4631.8, Management System / 463L Pallets, Nets, and Tied

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (36) Req By (WO)

TASK: 3102.02.02 SUPERVISE CARGO HANDLING

CONDITION(S): Given a cargo handling section; cargo to be shipped; required forms and shipment dates; local, state, and Federal regulations; and the references.

STANDARD(S): To ensure cargo is received in a timely manner with a minimum of loss or damage per the references.

PERFORMANCE STEPS:

1. Ensure cargo is secured.
2. Ensure cargo transportation is arranged by the carrier.
3. Ensure cargo remains secured until receipted for by the consignee.
4. Provide technical assistance in the packing, crating, marking, stowage, dimensional clearance, and weight requirements of cargo shipment.
5. Provide technical supervision in the loading and unloading of equipment.
6. Ensure cargo is loaded in compliance with local, state, and Federal transportation regulations.
7. Ensure proper loading and billing of mixed carload and truckload shipments.
8. Ensure cargo carries proper commodity descriptions for hazardous materials or special handling.

9. Ensure proper procedures are followed for diversion or reconsignment of cargo shipments and to maintain In-Transit Visibility (ITV).
10. Ensure all freight personnel are trained in appropriate cargo handling procedures.
11. Monitor second destination transportation funding obligations and budget.

REFERENCE(S) :

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
2. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
3. MCO P4030.19, Preparing Hazardous Materials for Military Air Shipments
4. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 3102.02.03 SUPERVISE RAIL CAR LOADING/UNLOADING OPERATIONS

CONDITION(S) : Given tasking to conduct rail operations for exercise/deployment, the operations plan (OPLAN), and the references.

STANDARD(S) : To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Conduct yard check of railway equipment with Military Traffic Management Command (MIMC) area command/MIMC Transportation Engineering Agency to ensure serviceability, safety, and loading/offloading access.
2. Assist Headquarters, Military Traffic Management Command (HQ MIMC)/Fleet Marine Force (FMF) commanders in the development of railway plans/requirements to support the OPLAN.
3. Determine number and type of rail cars required based on Force Commander's guidance and request routing instructions from MIMC.
4. Ensure cargo is loaded/unloaded per regulations.
5. Ensure cargo requiring special handling is loaded/unloaded per regulations.

REFERENCE(S) :

1. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
2. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 3102.02.04 COORDINATE PORT/INLAND WATERWAY TERMINALS AND STEVEDORING OPERATIONS

CONDITION(S): Given letter of instruction (LOI), and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Assist Force Commander's Officer Conducting Exercise (OCE) in determining requirements for Military Traffic Management Command (MTMC) area commanders at the port.
2. Assist MTMC representative in determining stevedoring requirements in continental United States (CONUS), port handling requirements, and cost estimate associated with the operation.
3. Ensure Force Service Support Group (FSSG) MOS 3112 Marines are trained in common user sealift offload reception requirements to provide In-Transit Visibility (ITV) of sustainment cargo and equipment.

REFERENCE(S):

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
2. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
3. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 3102.02.06 SUPERVISE SHIPMENTS OF HAZARDOUS/SPECIAL HANDLING MATERIEL

CONDITION(S): Given hazardous material or special handling cargo to be shipped, access to automated system(s), appropriate forms, and the references.

STANDARD(S): To ensure cargo reaches destination without compromise of safety and/or security requirements per the references.

PERFORMANCE STEPS:

1. Ensure personnel are formally trained/certified prior to processing hazardous/special handling materials.
2. Ensure trained personnel comply with regulations during processing and movement of cargo.
3. Ensure cargo receives the signature control and security required.
4. Ensure hazardous materials are crated and loaded in accordance with applicable local, state, and Federal regulations and instructions.
5. Ensure complete documentation accompanies hazardous material or special handling cargo shipments.
6. Ensure high value/pilferable items are identified.
7. Ensure material handling segregation and separation requirements are met.

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REFERENCE(S) :

1. 29 CFR Occupational Safety and Health Standards, 1910.1200 Hazard Communication
2. 49 CFR Transportation, Parts 100-185
3. International Air Transport Association (IATA) Dangerous Goods Regulation
4. International Maritime Dangerous Goods (IMDG) Code
5. North American Emergency Response
6. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
7. MCO P4030.19, Preparing Hazardous Materials for Military Air Shipments
8. MCO P4600.7, USMC Transportation Manual
9. PC-POP III, Performance Oriented Packaging (POP) Personal Computer Program III

ADMINISTRATIVE INSTRUCTIONS: Many publications and forms are no longer available in print. Adobe Acrobat and Formflow applications may be required at operating locations to complete task requirements.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

Appendix A to
ENCLOSURE (6)

DUTY AREA 03 - PASSENGER MOVEMENT

TASK: 3102.03.01 SUPERVISE PASSENGER TRAVEL REQUEST PROCESSING

CONDITION(S): Given a passenger travel section, and the references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Ensure service member's travel orders are reviewed for completeness and accuracy.
2. Ensure fare charged for travel meets Government travel requirements.
3. Monitor contract requirements/performance of contract awarded to Commercial Travel Offices (CTOs).
4. Manage internal control procedures.

REFERENCE(S):

1. Defense Federal Acquisition Regulation (DFAR)
2. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
3. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
4. DOD 4515.13-R, Air Transportation Eligibility
5. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 3102.03.02 MONITOR COMMERCIAL TRAVEL OFFICE (CTO) PERFORMANCE

CONDITION(S): Given appointment as a Contracting Officer's Representative (COR), CTO contract, and the references.

STANDARD(S): To ensure contract requirements are met per the references.

PERFORMANCE STEPS:

1. Provide technical advice and support to CTO to specifications of Statement of Work (SOW).
2. Supervise performance of contract requirements as needed.
3. Perform quality control evaluations.

REFERENCE(S):

1. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
2. DOD 5500.7-P, Joint Ethics Regulation

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3. MCO P4600.7, USMC Transportation Manual
4. NAVSUPINSTR 4205.3, Contracting Officer's Technical Representative

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 3102.03.03 OPERATE PASSENGER LIAISON OFFICE AT AIR MOBILITY COMMAND (AMC) CHANNEL GATEWAYS

CONDITION(S): Given assignment as liaison officer at AMC terminal gateway, and the references.

STANDARD(S): To support mission requirements per the references.

PERFORMANCE STEPS:

1. Monitor daily liaison operations.
2. Supervise liaison personnel.
3. Compile statistical data for passenger movement reports.
4. Prepare and forward reports as required.

REFERENCE(S):

1. DOD 4515.13-R, Air Transportation Eligibility
2. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 3102.03.04 SUPERVISE TRANSPORTATION FOR DECEASED MEMBERS

CONDITION(S): Given a transportation request from the Unit Casualty Assistance Officer, and the references.

STANDARD(S): To ensure Federal and service requirements and regulations are met per the references.

PERFORMANCE STEPS:

1. Review documentation from Unit Casualty Assistance Officer for completeness and accuracy.
2. Supervise transportation arrangements for human remains.
3. Ensure travel arrangements for escorts are completed as required.

REFERENCE(S):

1. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
2. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel

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3. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
4. MCO 4631.3, Military Airlift "Blue Bark" Passengers
5. MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
6. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

DUTY AREA 04 - TRANSPORTATION OPERATIONS

TASK: 3102.04.01 SUPERVISE ORIGIN TO PORT OF EMBARKATION (POE) MOVEMENT/DEPLOYMENT SUPPORT

CONDITION(S): Given base or station traffic management/distribution responsibilities, a request from the Force Movement Control Center (FMCC) or Logistics Movement Control Center (LMCC), appropriate vehicles, equipment, and storage facilities, and the references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Review Force Common User Non-Time Phased Force Deployment Data (TPFDD) for sustainment and unit move requirements for cargo/equipment.
2. Determine commercial movement and Air Mobility Command (AMC) channel resources.
3. Obtain commercial trucks, buses, and material/container handling equipment and spot for loading at unit staging areas as requested by the deploying force.
4. Organize the pack and pick-up of unit personal effects at unit areas via a commercial agent or DoD-approved household goods agent.
5. Reconcile onload and offload schedules with the deploying force as assets depart origin and arrive at POE.
6. Document all requests filled and tally costs.

REFERENCE(S):

1. Local deployment support Standing Operating Procedures (SOP)
2. DOD 4500.9-R, PART III, Defense Transportation Regulation (DTR), Mobility
3. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (WO)

TASK: 3102.04.02 COORDINATE SUPPORTING THEATER SUSTAINMENT FUNCTIONS

CONDITION(S): Given a Shipping and Receiving (S&R) platoon, theater distribution responsibilities, access to the Global Transportation Network (GTN), Automated Material Systems (AMS) deployment suite, and required forms and labels.

STANDARD(S): To meet mission requirements.

PERFORMANCE STEPS:

1. Establish GTN accounts for applicable S&R platoon personnel.
2. Train personnel on GTN and AMS system capabilities and employment.
3. Coordinate connectivity requirements with appropriate communications sections.
4. Identify theater locations for customers and support activities.

5. Establish procedures and points of contact with customers and support activities.
6. Provide packaging, preservation, and packing (PP&P) support to facilitate shipments of repairables of items returned to CONUS.
7. Ensure TMO deployment capability, to include automated systems equipment, and all materials/supplies needed to operate a fully functional TMO.
8. Coordinate with supply sections and agencies as required to ensure In-Transit Visibility (ITV) and total asset visibility of sustainment cargo and equipment, and for distribution to requisitioner's unit or source.
9. Maintain and store historical records for accountability and research capabilities as required.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TASK: 3102.04.03 SUPERVISE PACKAGING, PRESERVATION, AND PACKING (PP&P) BUDGET REQUIREMENTS

CONDITION(S): Given historical budget data, the Marine Corps Training Exercise Employment Plan (MCTEEP), supporting establishment projected requirements, and the references.

STANDARD(S): To meet mission requirements per the references.

PERFORMANCE STEPS:

1. Review prior fiscal year (FY) budget and MCTEEP.
2. Review current FY MCTEEP for changes in training plan.
3. Review projected requirements from supporting tenant organizations.
4. Establish quarterly schedule for expected material requirements and labor hours.
5. Forward budget requirements to appropriate fiscal activity for allocation of funds.

REFERENCE(S):

1. Standard Accounting, Budgeting, and Reporting System (SABRS) User's Manual
2. MCO P4030.36, Marine Corps Packaging Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

TASK: 3102.04.04 SUPERVISE CONTAINER POOL OPERATIONS

CONDITION(S): Given DoD-owned or leased container resources, access to automated system(s), appropriate forms, and the reference.

STANDARD(S): To ensure serviceable containers are available to meet mission requirements per the reference.

PERFORMANCE STEPS:

1. Ensure container pool resources are maintained in a serviceable condition.
2. Ensure container pool status of containers is reported in order to identify the number of containers available for deployment(s).
3. Ensure all leased containers are inspected prior to acceptance and use.
4. Ensure all rejected containers are returned to lessor as required.
5. Ensure accountability and In-Transit Visibility (ITV) of all DoD-owned and leased containers.
6. Prepare and submit container resource reports as required.

REFERENCE(S):

1. DOD 4500.9-R, PART III, Defense Transportation Regulation (DTR), Mobility

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

TASK: 3102.04.05 SUPERVISE CIVILIAN EMPLOYEE PERFORMANCE

CONDITION(S): Given Traffic Management Officer-in-Charge (OIC) responsibilities, civil service and/or contractor personnel, copies of contract(s), and the references.

STANDARD(S): To ensure Federal, service, and contract regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Ensure position descriptions are current, and accurately reflect job responsibilities, conduct, and restrictions.
2. Conduct training as required to improve productivity, efficiency, and professional performance.
3. Submit annual/semiannual performance evaluations as required.
4. Provide counseling and appropriate disciplinary action within the guidelines of the Master Labor Agreement (MLA) or applicable contract.
5. Reward superior performance through appropriate recognition and awards.
6. Promote communication and cooperation between military and civilian employees.

REFERENCE(S):

1. Local position descriptions for government employees
2. U.S. Government Employees Master Labor Agreement (MLA)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (WO)

MOS 3112, TRAFFIC MANAGEMENT SPECIALIST

DUTY AREA 01 - PERSONAL PROPERTY MOVEMENT

TASK: 3112.01.01 COUNSEL MEMBERS ON BASIC PERSONAL PROPERTY/HOUSEHOLD GOODS ENTITLEMENTS

CONDITION(S): Given assignment as a counselor; a request for movement of personal property/household goods; access to the Transportation Operational Personal Property Standard System (TOPS); a calculator; appropriate orders, forms, and pamphlets; and the references.

STANDARD(S): To ensure Federal and service regulations are communicated per the references.

PERFORMANCE STEPS:

1. Determine the member's eligibility, entitlements, and transit times.
2. Communicate entitlements, options for shipment/storage, transit times, carrier liability, and member insurance choices.
3. Provide pamphlet information if available.
4. Assist member in completing the following forms:
 - a. DD Form 1299, Application for Shipment and/or Storage of Personal Property.
 - b. DD Form 1797, Personal Property Counseling Checklist.
 - c. DD Form 1701, Inventory of Household Goods.
 - d. DD Form 1252, U. S. Customs Declaration for Personal Property Shipment (when applicable).
5. Enter appropriate data into TOPS.
6. File a copy of completed documentation in member's shipment folder.
7. Forward member's shipment folder to the booking clerk for processing.

REFERENCE(S):

1. Air Force Instruction (AFI) supplement to JFTR/JTR
2. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
3. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
4. MPMC Personal Property Consignment Instruction Guide, Volumes I and II
5. AFI 24-501, The Air Force Do It Yourself (DITY) Move Program
6. AR 55-71, Transportation of Personal Property and Related Services
7. COMDTINST M4050.6, Transportation of Personal Property

8. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
9. DOD 5030.49-R, Customs Inspection
10. MCO P4600.39, Marine Corps Personal Property Transportation Manual
11. MCO P4600.7, USMC Transportation Manual
12. NAVSUP P490, Navy Personal Property Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.01.02 ALLOCATE PERSONAL PROPERTY SHIPMENT TO CARRIER

CONDITION(S): Given assignment as a booking clerk, a completed request for shipment of personal property, access to the Transportation Operational Personal Property Standard System (TOPS), a Direct Procurement Method (DPM) contract, calculator, appropriate orders and forms, and the references.

STANDARD(S): To meet Federal and service regulations and requirements per the references.

PERFORMANCE STEPS:

1. Review completed application for shipment and/or storage.
2. Enter appropriate data in TOPS.
3. Compute carrier liability and excess costs for higher released valuation or full replacement protection insurance, if elected.
4. Route each shipment and select a carrier.
5. Contract carrier to conduct each shipment or annotate refusal.
6. Prepare a Government Bill of Lading (GBL) and forward a copy to the carrier's agent and the member.
7. File copy of the GBL in member's shipment folder.

REFERENCE(S):

1. MIMC Carrier Approval Guide for Domestic Household Goods Carriers
2. MIMC Carrier Approval Guide for International Household Goods Carriers
3. MIMC Carrier Rate Solicitation Guide
4. MIMC Code/Mode Selection Guide
5. MIMC Household Goods Domestic Rate Solicitation Guide
6. MIMC International Government Bill of Lading (GBL) Procedures
7. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
8. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.01.03 PROCESS DO IT YOURSELF (DITY) MOVE

CONDITION(S): Given assignment as a counselor, a request for DITY move, access to the Transportation Operational Personal Property Standards System (TOPS), a calculator, appropriate orders and forms, and the references.

STANDARD(S): To meet Federal and service requirements and regulations per the references.

PERFORMANCE STEPS:

1. Determine the service member's entitlements.
2. Counsel the member on all aspects of a DITY move including his incentive of 95 percent of the Government's rate for shipping.
3. Assist the member in completing the following forms:
 - a. DD Form 2278, Application for Do It Yourself Move and Counseling Checklist.
 - b. DD Form 1701, Inventory of Household Goods.
 - c. DD Form 1351-2, Travel Voucher.
4. Forward copies of completed documents to Travel Voucher Certification Branch (TVCB), MARCORLOGBASE, Albany, GA or appropriate payment authority.
5. File copies of all documentation in service member's shipment folder.
6. Provide the service member with the originals of all documentation.

REFERENCE(S):

1. Air Force Instruction (AFI) supplement to JFTR/JTR
2. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
3. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
4. MIMC Household Goods Carriers Bureau Mileage Guide
5. MIMC Household Goods Domestic Rate Solicitation Guide
6. AR 55-71, Transportation of Personal Property and Related Services
7. COMDTINST M4050.6, Transportation of Personal Property
8. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
9. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
10. MCO P4600.7, USMC Transportation Manual
11. NAVSUP P490, Navy Personal Property Manual

Appendix B to
ENCLOSURE (6)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.01.04 PROCESS INBOUND SHIPMENT/STORAGE IN TRANSIT (SIT)

CONDITION(S): Given an assignment as an inbound specialist, access to the Transportation Operational Personal Property Standard System (TOPS), a calculator, appropriate orders and forms, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Determine member's eligibility and entitlements.
2. Clear shipment in TOPS.
3. Obtain member information required for shipment storage or delivery:
 - a. destination phone number
 - b. delivery address
 - c. SIT expiration dates
 - d. SIT extension provisions, if applicable
4. Arrange for shipment delivery, if possible, prior to assignment into SIT.
5. Assign shipment to SIT, if necessary.
6. Prepare member's shipment folder and insert file copies of documentation.
7. Validate status of SIT shipment and notify member of expiration.
8. Execute approved extension, as required.
9. Prepare documentation for member to pay excess costs when applicable.
10. Release shipment for delivery from SIT.
11. Initiate tracer action on member to respective service headquarters when necessary.

REFERENCE(S):

1. Air Force Instruction (AFI) supplement to JFTR/JTR
2. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
3. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
4. AR 55-71, Transportation of Personal Property and Related Services
5. COMDTINST M4050.6, Transportation of Personal Property
6. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

7. DOD 5030.49-R, Customs Inspection
8. MCO P4600.39, Marine Corps Personal Property Transportation Manual
9. NAVSUP P490, Navy Personal Property Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.01.05 TRACE PERSONAL PROPERTY SHIPMENT

CONDITION(S): Given a request to trace a personal property shipment, shipping documents, appropriate forms, and the references.

STANDARD(S): To effect shipment of member's property to destination per the references.

PERFORMANCE STEPS:

1. Review shipping documents.
2. Determine if the Required Delivery Date (RDD) was missed.
3. Contact the destination carrier's agent to determine the property's location.
4. Prepare DD Form 173, Joint Message Form, to request tracer action.
5. Submit DD Form 173 to the carrier's agent.
6. Notify member of property status when it becomes available.

REFERENCE(S):

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
2. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.01.06 DIVERT PERSONAL PROPERTY SHIPMENT

CONDITION(S): Given a Government Bill of Lading (GBL), modification to member's orders, evidence that personal property has not arrived at original destination, and the references.

STANDARD(S): To ensure shipment arrival at new destination per the references.

PERFORMANCE STEPS:

1. Determine location and status of shipment.
2. Ensure transportation account code (TAC) is still applicable for new destination.
3. Establish new required delivery date (RDD) and document notification to member.
4. Prepare and distribute Certificate of Diversion.
5. Prepare and distribute GBL Correction Notice.

REFERENCE(S) :

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
2. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3112.01.07 RECONSIGN PERSONAL PROPERTY SHIPMENT

CONDITION(S): Given a Government Bill of Lading (GBL), modification to orders, access to the Transportation Operational Personal Property Standards System (TOPS), local move/Direct Procurement Method (DPM) contract, and the references.

STANDARD(S): To ensure shipment arrives at destination per the references.

PERFORMANCE STEPS:

1. Validate member's orders and review entitlements to determine counseling requirements.
2. Confirm location and status of shipment.
3. Ensure Transportation Account Code (TAC) is still applicable for new destination.
4. Establish new required delivery date (RDD) and document notification to member.
5. Prepare and distribute GBL correction notice or new GBL based on location of shipment.
6. Update member's shipment folder.

REFERENCE(S) :

1. MIMC Carrier Approval Guide for Domestic Household Goods Carriers
2. MIMC Carrier Approval Guide for International Household Goods Carriers
3. MIMC Carrier Rate Solicitation Guide
4. MIMC Code/Mode Selection Guide
5. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
6. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3112.01.08 MANAGE DEPLOYMENT STORAGE OF PERSONAL EFFECTS

CONDITION(S): Given assignment as a counselor, a request for storage of personal effects, access to the Transportation Operational Personal Property Standards System (TOPS), appropriate orders and forms, and the references.

STANDARD(S): To ensure member's shipment is processed, stored, and monitored per the references.

PERFORMANCE STEPS:

1. Provide member with individual or group counseling on storage entitlement.
2. Assist the member in completing the following forms:
 - a. DD Form 1299, Application for Shipment and/or Storage of Personal Property
 - b. DD Form 1797, Personal Property Counseling Checklist
 - c. DD Form 1701, Inventory of Household Goods
3. Forward member's folder to booking clerk for processing.
4. File a copy of completed documentation in member's folder.
5. Validate member's shipment and arrange for delivery when unit returns.
6. Forward individual member's shipment to Personal Effects Baggage Center (PEBC) upon notification of death of member, if applicable.

REFERENCE(S):

1. Local deployment support Standing Operating Procedures (SOP)
2. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
3. MCO P4600.39, Marine Corps Personal Property Transportation Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3112.01.09 PROCESS NON-TEMPORARY STORAGE (NTS) SHIPMENT

CONDITION(S): Given assignment as a counselor and NTS specialist, access to the Transportation Operational Personal Property Standard System (TOPS), a calculator, appropriate orders and forms, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Determine member's eligibility and entitlements.
2. Communicate entitlements, carrier liability, and higher released valuation or full replacement protection insurance.
3. Process DD Form 1299, Application for Shipment and/or Storage of Personal Property, for NTS in TOPS.
4. File copies of completed documentation in member's shipment folder.

5. Monitor NTS Report to ensure shipment does not expire and member is afforded the opportunity to request extensions.
6. Trace member through service or command headquarters.
7. Prepare documents to inform member of conversion of shipment to member's expense.
8. Prepare documents to convert shipment to member's expense.
9. Validate billing on regulation directing frequency and forward for certification/payment to appropriate organization.

REFERENCE(S) :

1. Air Force Instruction (AFI) supplement to JFTR/JTR
2. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
3. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
4. AR 55-71, Transportation of Personal Property and Related Services
5. COMDTINST M4050.6, Transportation of Personal Property
6. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
7. MCO P4600.39, Marine Corps Personal Property Transportation Manual
8. NAVSUP P490, Navy Personal Property Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3112.01.10 PROCESS PRIVATELY OWNED VEHICLE (POV) FOR SHIPMENT/STORAGE

CONDITION(S): Given assignment as a counselor, request for shipping or storage of a POV, documentation from the member, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Determine member's eligibility and entitlements.
2. Counsel the member on entitlements, responsibilities, and options for shipment and/or storage of POV.
3. Maintain file on member with copies of orders and applicable DD Form:
 - a. DD Form 788, Request for Shipment/Storage of Privately Owned Vehicle
 - b. DD Form 788-1, Request for Shipment/Storage of Privately Owned Van
 - c. DD Form 788-2, Request for Shipment/Storage of Privately Owned Motorcycle

4. Provide member with vehicle preparation procedures and the location of the respective Military Ocean Terminal when shipping OCONUS.

REFERENCE(S) :

1. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
2. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
3. MIMC Privately Owned Vehicle (POV) Booklet
4. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3112.01.11 PROCESS MOBILE HOME SHIPMENT

CONDITION(S): Given assignment as a counselor, a request for mobile home shipment, access to the Transportation Operational Personal Property Standards System (TOPS), a calculator, appropriate orders and forms, and the references.

STANDARD(S): To ensure transportation from origin to destination per the references.

PERFORMANCE STEPS:

1. Determine member's eligibility and entitlements.
2. Counsel member on entitlements and considerations:
 - a. Maximum weight entitlement and government maximum costs
 - b. Computation of allowable costs and excess costs
 - c. Preparation of mobile home for shipment and allowable services
 - d. Mobile home Do It Yourself (DITY) moves, if applicable
3. Assist the member in completing the following forms:
 - a. DD Form 1797, Personal Property Counseling Checklist
 - b. DD Form 1412, Inventory of Articles Shipped in House Trailer
 - c. DD Form 1800, Mobile Home Inspection Record
 - d. DD Form 1299, Application for Shipment and/or Storage of Personal Property
4. Enter applicable data from DD Form 1299 in TOPS.
5. Prepare mobile home one time only (MOTO) message request to Military Traffic Management Command (MIMC), if applicable.
6. Forward package to booking clerk for processing when approval is received from MIMC.

7. Arrange with quality control inspectors to perform premove inspection of mobile home with carrier's agent prior to scheduled pickup.
8. File copies of all documentation in member's shipment folder.

REFERENCE(S):

1. Air Force Instruction (AFI) supplement to JFTR/JTR
2. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
3. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
4. AR 55-71, Transportation of Personal Property and Related Services
5. COMDTINST M4050.6, Transportation of Personal Property
6. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
7. MCO P4600.39, Marine Corps Personal Property Transportation Manual
8. NAVSUP P490, Navy Personal Property Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3112.01.12 PROCESS BOAT SHIPMENT

CONDITION(S): Given assignment as a counselor, a request for boat shipment, access to the Transportation Operational Personal Property Standard System (TOPS), a calculator, appropriate orders and forms, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Determine member's eligibility and entitlements.
2. Counsel member on entitlements and considerations:
 - a. Maximum weight entitlement and government maximum costs
 - b. Inclusion of certain types and/or sizes of boats in basic household goods shipments
 - c. Computation of allowable costs and excess costs
 - d. Preparation of boat for shipment
3. Assist member in completing the following forms:
 - a. DD Form 1797, Personal Property Counseling Checklist
 - b. DD Form 1299, Application for Shipment and/or Storage of Personal Property

4. When eligible due to type or size, include in DD Form 1299 remarks block, "Boat."
5. When not eligible due to type or size, prepare separate DD Form 1299 and Boat One Time Only message request to Military Traffic Management Command.
6. Forward package to booking clerk for processing when approval is received from MIMC.
7. File a copy of all documentation in member's shipment folder.

REFERENCE(S) :

1. Air Force Instruction (AFI) supplement to JFTR/JTR
2. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
3. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
4. AR 55-71, Transportation of Personal Property and Related Services
5. COMDTINST M4050.6, Transportation of Personal Property
6. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
7. MCO P4600.39, Marine Corps Personal Property Transportation Manual
8. NAVSUP P490, Navy Personal Property Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3112.01.13 MAINTAIN TONNAGE DISTRIBUTION PROGRAM

CONDITION(S): Given a listing of new tonnage rates from the Military Traffic Management Command (MIMC), access to the Transportation Operational Personal Property Standards System (TOPS), a listing of newly qualified carriers, listing of carriers no longer qualified, tonnage distribution records (TDR), and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Establish a separate TDR for each new rate cycle.
2. Validate TOPS computations for carrier eligibility for rate period.
3. Enter appropriate data on TDR.

REFERENCE(S) :

1. Total Quality Assurance Program (TQAP) Booklet
2. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3112.01.14 MONITOR PERSONAL PROPERTY CARRIER PERFORMANCE

CONDITION(S): Given a Carrier Performance Files, access to the Transportation Operational Personal Property Standards System (TOPS), appropriate forms, and the references.

STANDARD(S): To establish the semiannual redistribution of tonnage for each carrier under contract per the references.

PERFORMANCE STEPS:

1. Maintain Carrier Performance Files to include current copies of:
 - a. DD Form 2223, Domestic Shipment Evaluation and Inspection Record
 - b. DD Form 1780, International Shipment Evaluation and Inspection Record
 - c. DD Form 1840, Joint Statement of Loss or Damage
 - d. DD Form 1840R, Notice of Loss or Damage
 - e. Letter of Intent (LOI)
 - f. Area of operation
2. Evaluate carrier performance using documentation and forms in the Carrier Performance Files:
 - a. DD Form 2224, Domestic Carrier Evaluation Worksheet Report
 - b. MIMC Form PPP-4, International Carrier Evaluation Worksheet Report
3. Prepare and submit Total Quality Assurance Program (TQAP) reports to Military Traffic Management Command (MIMC) as required.
4. Notify carrier of evaluation ratings after submission of TQAP or upon request.

REFERENCE(S):

1. Total Quality Assurance Program (TQAP) Booklet
2. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3112.01.15 CONDUCT QUALITY CONTROL INSPECTION

CONDITION(S): Given a personal property shipment, a carrier's storage facilities, equipment, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Inspect the carrier's packing procedures.
2. Inspect the carrier's unpacking procedures.

3. Inspect the carrier's loading arrangement and procedures.
4. Inspect the carrier's storage facilities and equipment.
5. Inspect the carrier's storage procedures.
6. Prepare and distribute DD Form 1811 (Pre-award Survey of Contractor's/Carrier's Facilities and Equipment).
7. Prepare and distribute DD Form 1812 (Warehouse Inspection Report).
8. Note discrepancies on appropriate documentation and file completed documentation in carrier's performance file.

REFERENCE(S) :

1. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
2. DOD 5030.49-R, Customs Inspection
3. MIL-STD-212D, Electromagnetic Interference (EMI) Connectors

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TASK: 3112.01.16 PERFORM SYSTEMS ADMINISTRATION FUNCTIONS FOR THE TRANSPORTATION OPERATIONAL PERSONAL PROPERTY STANDARDS SYSTEM (TOPS)

CONDITION(S): Given assignment as the TOPS system administrator, appropriate system interface, and the references.

STANDARD(S): To maintain the TOPS operational functionality per the references.

PERFORMANCE STEPS:

1. Determine systems requirements.
2. Ensure users are familiarized with TOPS.
3. Maintain database.
4. Load Military Traffic Management Command (MIMC) updates into the database.
5. Generate reports, as required.
6. Identify system inadequacies and recommend improvements.
7. Consult with supporting establishment agencies for communications access and equipment.

REFERENCE(S) :

1. Transportation Operational Personal Property Standard System (TOPS) User's Manual
2. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

Appendix B to
ENCLOSURE (6)

TASK: 3112.01.17 PROCESS LOSS/DAMAGE CLAIMS

CONDITION(S): Given assignment as loss/damage claims specialist, a claim for loss/damage to personal property/private owned vehicle/mobile home, shipping documents, service member's orders, appropriate orders and forms, and the references.

STANDARD(S): To ensure adjudication of the claim is provided to the service member per the references.

PERFORMANCE STEPS:

1. Obtain the following documentation from member and check for completeness and accuracy:
 - a. DD Form 1299, Application for Shipment and/or Storage of Personal Property
 - b. Government Bill of Lading (GBL)
 - c. A complete copy of the service member's original orders
 - d. DD Form 1840, Joint Statement of Loss or Damage at Delivery
 - e. DD Form 1840R, Notice of Loss or Damage
 - f. DD Form 788, Privately Owned Vehicle (POV) Discrepancy Sheet
 - g. DD Form 619-1, Accessorial Services Form
 - h. Power of Attorney, if applicable
2. Determine member's eligibility to submit claim based on date of delivery.
3. Assist the member in completion of the following documents:
 - a. DD Form 1842, Claim Against the Government
 - b. DD Form 1843, Demand on a Carrier/Contractor
 - c. DD Form 1844, Schedule of Personal Property and Claims
 - d. Certification of Non-availability of Private Insurance
4. Prepare Claims Investigating Officer's (CIO) report.
5. Adjudicate locally when applicable, or forward claim package to appropriate service headquarters for adjudication.
6. File a copy of all documentation in member's shipment folder.

REFERENCE(S):

1. Air Force Instruction (AFI) supplement to JFTR/JTR
2. Judge Advocate General (JAG) Manual
3. AR 55-71, Transportation of Personal Property and Related Services

4. COMDTINST M4050.6, Transportation of Personal Property
5. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
6. MCO P4600.39, Marine Corps Personal Property Transportation Manual
7. NAVSUP P490, Navy Personal Property Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (GySgt)

TASK: 3112.01.18 MANAGE PERSONAL EFFECTS AND BAGGAGE CENTER (PEBC)

CONDITION(S): Given personal effects and baggage, a storage facility, appropriate orders and forms, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Establish standard warehousing procedures for the storage facility.
2. Provide counseling to units for deployments and miscellaneous personal effects requirements.
3. Prepare certified documents for next of kin for deceased/UA/brig members.
4. Process personal effects and baggage as appropriate for member status.
5. Maintain inventory control of shipments and associated administrative supplies.
6. Process privately owned vehicles (POVs) as required for deployment storage.
7. Determine secure area requirements for storage of POVs for deployments.

REFERENCE(S):

1. DOD 4160.21-M, Defense Materiel Disposition Manual
2. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
3. MCO P4050.38, Personal Effects and Baggage Manual
4. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (GySgt)

TASK: 3112.01.19 MONITOR DIRECT PROCUREMENT METHOD (DPM) CONTRACTOR'S PERFORMANCE

CONDITION(S): Given appointment as a Contracting Officer's Representative (COR), information on the DPM Performance Work Statement (PWS), copy of the local DPM contract, a vehicle, appropriate forms, and the references.

STANDARD(S): To ensure Federal, service, and contract regulations and requirements are met per the references.

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PERFORMANCE STEPS:

1. Review local DPM contract.
2. Inspect DPM contractor packing of household goods or unaccompanied baggage.
3. Complete MT Form 360-R, Report of Contract Service.
4. Annotate all unsatisfactory services on MT Form 352-R, Contract Discrepancy Report (CDR).
5. Forward copy of CDR to applicable contracting officer for corrective action.
6. Reconcile DPM contractor's billing documents with services ordered and received.

REFERENCE(S):

1. Federal Acquisition Regulation (FAR)
2. DOD 4500.34-R, DoD Personal Property Traffic Management Regulation
3. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (GySgt)

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DUTY AREA 02 - CARGO MOVEMENT

TASK: 3112.02.01 PROCESS OUTBOUND CARGO SHIPMENTS

CONDITION(S): Given cargo or equipment for shipment via the Defense Transportation System (DTS), access to automated system(s) and interfaces, appropriate forms, and the references.

STANDARD(S): To ensure proper labeling and shipping documents are completed per the references.

PERFORMANCE STEPS:

1. Determine type(s) and priority of cargo to be shipped.
2. Consolidate cargo as applicable.
3. Segregate cargo requiring special handling.
4. Ensure proper preservation, packaging, and packing (PP&P) procedures are performed for hazardous materials, classified material, and weapons.
5. Initiate data entry to applicable system(s): Cargo Management Operating System (CMOS), Automated Manifest System (AMS), Global Transportation Network (GTN), and/or Transportation Coordinators Automated Information Movement System II (TC-AIMS II).
6. Complete the following forms:
 - a. DD Form 1384, Transportation Control Movement Document
 - b. DD Form 1385, Cargo Manifest
 - c. DD Form 1387-1, Cargo Shipping Label
 - d. SF 1103, Government Bill of Lading
7. Mark and label all cargo to include military shipping label and hazardous material certification, as required.
8. File all documentation and ensure appropriate Second Destination Transportation (SDT) and Transportation of Things (TOT) are recorded and reported.

REFERENCE(S):

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
2. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
3. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.02.02 MONITOR PACKAGING, PRESERVATION, AND PACKING (PP&P) FOR OUTBOUND CARGO SHIPMENTS

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CONDITION(S): Given cargo to be shipped, access to automated system(s), packaging materials, packaging specialists, and the references.

STANDARD(S): To meet Federal and service regulations and requirements per the references.

PERFORMANCE STEPS:

1. Determine the PP&P and shipping requirements for a specified shipment.
2. Ensure packaging specialists are trained and certified, as required.
3. Coordinate with tenant forces to obtain requirements forecasts for workload and budgeting purposes.
4. Ensure all items are properly packed and marked for shipment.

REFERENCE(S):

1. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
2. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.02.03 ALLOCATE CARGO SHIPMENT

CONDITION(S): Given cargo to be shipped, required forms, and the references.

STANDARD(S): To meet Federal and service regulations and requirements per the references.

PERFORMANCE STEPS:

1. Determine mode of shipment.
2. Request route orders, as applicable.
3. Prepare and distribute cargo clearance request.
4. Allocate shipment to carrier.
5. Maintain carrier performance file.

REFERENCE(S):

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
2. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
3. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

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TASK: 3112.02.04 DIVERT CARGO

CONDITION(S): Given a request to divert or hold cargo, and the references.

STANDARD(S): To ensure shipment or storage requirements are met per the references.

PERFORMANCE STEPS:

1. Determine location and status of shipment.
2. Notify the carrier of new destination of cargo.
3. Notify the requesting/authorizing activity and consignee of the status of the shipment within 48 hours by message, using the appropriate code.

REFERENCE(S):

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
2. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.02.05 INITIATE TRACER ACTION

CONDITION(S): Given a cargo shipment not at destination by the Required Delivery Date (RDD), access to automated system(s), appropriate forms, and the references.

STANDARD(S): To determine shipment status per the references.

PERFORMANCE STEPS:

1. Confirm tracer action is required.
2. Confirm normal transit time or specified RDD has elapsed.
3. Confirm destination carrier has not offered the shipment for delivery during the normal delivery time.
4. Establish shipment is past 90 days.
5. Establish current shipment status through automated systems (Global Transportation Network (GTN), Logistics Information Network (LINK), or other), if possible.
6. Prepare and submit DD Form 173, Joint Message Form, to the carrier to request shipment status.
7. Notify requesting activity of shipment status as determined by the carrier.

REFERENCE(S):

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)

2. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
3. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.02.06 PROCESS INBOUND CARGO SHIPMENT

CONDITION(S): Given an inbound shipment of cargo, access to automated system(s) or logbook, appropriate forms, and the references.

STANDARD(S): To meet Federal and service regulations and requirements per the references.

PERFORMANCE STEPS:

1. Account for inbound cargo on tally sheet/logbook.
2. Visually inspect cargo containers for damage.
3. Inspect contents of container to account for overages, losses, or damage.
4. Prepare and distribute SF Form 361, Transportation Discrepancy Report, in the event of overages, losses, or damage.
5. Notify unit/customer of cargo arrival.
6. Document delivery/receipt of cargo by signature on tally sheet/logbook.

REFERENCE(S):

1. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
2. MCO P4600.7, USMC Transportation Manual
3. MCO P4610.19, Report Transportation Discrepancy Shipments

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.02.07 PROCESS DISCREPANCIES IN CARGO SHIPMENT

CONDITION(S): Given a cargo shipment with discrepancies, cargo manifest, access to automated system(s), appropriate forms, and the references.

STANDARD(S): To resolve discrepancies through replacement or reshipment of cargo items per the references.

PERFORMANCE STEPS:

1. Obtain a copy of cargo manifest or create a tally record.
2. Prepare and submit SF 361, Transportation Discrepancy Report, to the shipment carrier.

3. Initiate requests for information from all sources involved in the cargo shipment from origin to destination.
4. Notify unit/customer of resolution of discrepancy:
 - a. Item(s) to be replaced.
 - b. Item(s) to be reshipped.
5. Submit SF 361 to Headquarters, Military Traffic Management Command (HQ MTMC) for discrepancies not resolved within time limits set by carrier.

REFERENCE(S) :

1. MCO P4600.7, USMC Transportation Manual
2. MCO P4610.19, Report Transportation Discrepancy Shipments

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.02.08 GENERATE MILITARY STANDARD TRANSPORTATION MOVEMENT PROCEDURES (MILSTAMP) DOCUMENTATION FOR UNIT CARGO MOVEMENT

CONDITION(S) : Given a requirement to move unit cargo, appropriate forms, and the references.

STANDARD(S) : To effect movement of unit cargo to destination per the references.

PERFORMANCE STEPS:

1. Determine type(s), priority, and status of cargo to be shipped.
2. Segregate cargo according to physical compatibility and/or special handling requirements.
3. Determine appropriate mode of shipment (air or surface).
4. Mark cargo for shipment using appropriate forms based on types of equipment to be shipped:
 - a. DD Form 1387, Military Shipping Label
 - b. DD Form 1387-1, Military Shipping Tag
5. Enter cargo information on DD Form 1384, Transportation Control Movement Document (TCMD).
6. Prepare Shipment Planning Worksheets (SPWs) using completed DD Form 1384.
7. Submit SPWs to carrier.
8. Receive cargo manifest from carrier, and file as required.

REFERENCE(S) :

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)

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2. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
3. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.02.09 PREPARE 463L PALLETS AND NETS FOR AIR TRANSPORT

CONDITION(S): Given a serviceable stock of 463L pallets and nets, cargo to be airlifted, and the references.

STANDARD(S): To ensure acceptance for transport by Air Force load master or assigned Air Force representative per the references.

PERFORMANCE STEPS:

1. Load/stack single 463L pallets not to exceed height and weight restrictions applicable to both the load plans and the aircraft (military or commercial).
2. Net/strap cargo on 463L pallets securely to ensure cargo movement is restrained during flight.
3. Load and net/strap cargo requiring double married pallets utilizing pallet spacers or pallet couplers.
4. Ensure accountability and maintenance of non-FMF 463L pallet and net stocks.

REFERENCE(S):

1. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
2. MCO 4631.8, Management System / 463L Pallets, Nets, and Tied

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.02.10 PROCESS CARGO AT DOD AIR OR DESIGNATED TERMINAL FOR COMMON USER DOD-OWNED OR COMMERCIAL CHARTER FLIGHTS

CONDITION(S): Given cargo to be shipped from a DOD air terminal, access to automated system(s), appropriate documentation, and the references.

STANDARD(S): To ensure cargo is documented, loaded, and secured per the references.

PERFORMANCE STEPS:

1. Ensure all cargo is property processed for air shipment:
 - a. Receive cargo from the unit.
 - b. Ensure required paperwork accompanies cargo.
 - c. Visually inspect cargo and paperwork to ensure they match.
 - d. Reweigh cargo to verify weight.

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- e. Prestage cargo.
2. Load cargo aboard the aircraft:
 - a. Prepare cargo manifest/aircraft load plan.
 - b. Confirm aircraft load plan with load master upon arrival of aircraft.
 - c. Utilize appropriate Material Handling Equipment (MHE) to load cargo aboard aircraft.
3. Assist load master in securing cargo aboard aircraft.

REFERENCE(S) :

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
2. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.02.11 PROCESS COMMON USER SEALIFT SHIPMENT REQUESTS

CONDITION(S): Given a requirement to move freight/cargo by common user sealift, access to automated system(s), Transportation Control Movement Document (TCMD) from requesting authority, appropriate forms, and the reference.

STANDARD(S): To ensure cargo is documented for shipment per the reference.

PERFORMANCE STEPS:

1. Compare TCMD with cargo/military shipping labels for accuracy.
2. Submit Advanced TCMD (ATCMD) data to appropriate Port of Embarkation (POE) via appropriate automated system(s).
3. Submit TCMD to port representative upon delivery of cargo to port.
4. Obtain copy of cargo manifest from port representative.
5. File cargo manifest appropriately.
6. Ensure Global Transportation Network (GTN) feed for In-Transit Visibility (ITV).

REFERENCE(S) :

1. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.02.12 PROCESS RAIL MOVEMENT REQUESTS

CONDITION(S): Given a requirement to move freight/cargo by rail, access to automated system(s), Transportation Control Movement Document (TCMD) from requesting authority, appropriate forms, and the reference.

STANDARD(S): To ensure cargo is documented, loaded, and transported per the reference.

PERFORMANCE STEPS:

1. Determine freight classification rates, charge rules, and regulations.
2. Complete description of cargo items, to include:
 - a. Federal stock numbers and item nomenclature
 - b. How items are packed and special handling requirements, if applicable
 - c. Point of origin and destination
 - d. Total weight of shipment
 - e. Estimated number of carloads
3. Complete and submit DD Form 1085, Domestic Freight Routing Request and Order, to Commander, Military Traffic Management Command (MIMC).
4. Receive routing instructions from MIMC.
5. Coordinate onload with using unit/Force Movement Control Center (FMCC), as required. (If available, use TC-AIMS rail module function.)
6. Ensure proper railcar blocking and bracing.
7. Monitor and report destination offload completion time.

REFERENCE(S):

1. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3112.02.13 CONDUCT QUALITY CONTROL INSPECTION OF CARGO SHIPMENT

CONDITION(S): Given a cargo shipment, assignment as a certified customs inspector, cargo manifest, appropriate forms, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Inspect packaging and blocking/bracing of cargo.
2. Inspect labeling of cargo.
3. Inspect cargo loading.
4. Inspect carrier's storage facilities and equipment, including leased containers.

5. Note discrepancies on DD Form 1384, Transportation Control Movement Document, or DD Form 1385, Cargo Manifest.
6. File forms in the Carrier Performance File.
7. Ensure appropriate data entry into Cargo Management Operating System (CMOS).

REFERENCE(S) :

1. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
2. MIL-STD-129J, Marking for Shipping and Storage

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

TASK: 3112.02.14 MANAGE MATERIAL HANDLING EQUIPMENT (MHE) REQUIREMENTS

CONDITION(S) : Given a request to move cargo requiring Material Handling Equipment (MHE) and the reference.

STANDARD(S) : To ensure availability of MHE for cargo movement per the reference.

PERFORMANCE STEPS:

1. Determine MHE required to move cargo.
2. Contact representative from MHE section to request/coordinate equipment availability.
3. Ensure personnel required to operate MHE are licensed or have attended appropriate training.

REFERENCE(S) :

1. Local Standing Operating Procedures (SOP)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

TASK: 3112.02.15 OPERATE AIR CLEARANCE AUTHORITY (ACA)

CONDITION(S) : Given the requirement to function as ACA for air shipments, access to automated system(s), Advance Transportation Control Movement Document (ATCMD) from requesting authority, and the references.

STANDARD(S) : To ensure airlift eligibility meets prescribed priority guidelines per the references.

PERFORMANCE STEPS:

1. Review and correct discrepancies in ATCMD documentation submitted by requesting authority.
2. Determine if ATCMD indicates cargo has special priority (999 Form or Green Sheet).
3. Furnish revised ATCMD to air terminal via electronic data interface.

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4. Notify requesting authority of justification for shipment by lower priority or alternate means, if applicable.

REFERENCE(S) :

1. DOD 4500.32-R, Military Standard Transportation Movement Procedures (MILSTAMP)
2. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
3. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

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DUTY AREA 03 - SPECIAL CARGO OPERATIONS

TASK: 3112.03.01 PROCESS OUTSIZED/OVERSIDED CARGO SHIPMENTS

CONDITION(S): Given an outsized/oversized cargo shipment, appropriate forms, and the references.

STANDARD(S): To ensure shipment is routed to destination per the references.

PERFORMANCE STEPS:

1. Receive DD Form 1384, Transportation Control and Movement Document, and review documents to determine:
 - a. Destination of shipment
 - b. Outsized/oversized cargo to be shipped
 - c. Commodity and manufacturer of cargo item(s)
 - d. Model/identification number
2. Document actual weight and height of item(s), and any other dimensional information required.
3. Prepare DD Form 1085, Domestic Freight Routing Request, and submit to Military Traffic Management Command (MTMC) area commander.
4. Receive routing instructions from MTMC on revised DD Form 1085 and submit to the carrier or motor transport.

REFERENCE(S):

1. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
2. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.03.02 REPORT HAZARDOUS MATERIAL LEAKS AND SPILLS

CONDITION(S): Given a hazardous material incident during reception, shipment, or storage, and the references.

STANDARD(S): To meet Federal and service regulations and requirements per the references.

PERFORMANCE STEPS:

1. Identify proper shipping name and identification number for the material.
2. Consult publications to determine immediate inhalation hazard, if applicable.
3. Locate the Material Safety Data Sheet (MSDS) and determine personnel protective equipment requirements.

4. Determine additional information required for incident report in accordance with local instructions or standing operating procedures (SOP).
5. Report incident to local commander, carrier representative, Military Traffic Management Control (MIMC) area commander, and Headquarters, U. S. Marine Corps (LFT), as appropriate.

REFERENCE(S) :

1. 29 CFR Occupational Safety and Health Standards, 1910.1200 Hazard Communication
2. 49 CFR Transportation, Part 172, Subpart H, Table of Hazardous Materials and Special Provisions
3. North American Emergency Response
4. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement

ADMINISTRATIVE INSTRUCTIONS: Some applicable publications and forms are furnished only by electronic means and may require computer hardware/software to access and/or download and print. Access to the Hazardous Material Information System (HMIS) may be required to meet safety regulations for hazmat handling, identification, and reporting.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (PFC)

TASK: 3112.03.03 PROCESS SHIPMENTS OF HAZARDOUS/SPECIAL HANDLING MATERIAL

CONDITION(S): Given cargo to be shipped containing hazardous material or material requiring special handling, access to automated system(s), appropriate forms, and the references.

STANDARD(S): To meet Federal and service regulations and requirements per the references.

PERFORMANCE STEPS:

1. Ensure certified personnel are available to handle hazardous materials shipments.
2. Check shipping documentation, to include marking and labeling on containers, for accurate identification of hazardous/special handling material.
3. Ensure material handling segregation and separation procedures are in compliance with local, state, and Federal regulations.
4. Identify high value/pilferable items with DD Form 1907, Signature and Tally Record, as applicable.
5. Ensure applicable cargo security requirements, including signature control, are met.

REFERENCE(S) :

1. 29 CFR Occupational Safety and Health Standards, 1910.1200 Hazard Communication

2. 49 CFR Transportation, Parts 100-185
3. International Air Transport Association (IATA) Dangerous Goods Regulation
4. International Maritime Dangerous Goods (IMDG) Code
5. North American Emergency Response
6. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
7. MCO P4030.19, Preparing Hazardous Materials for Military Air Shipments
8. MCO P4600.7, USMC Transportation Manual
9. PC-POP III, Performance Oriented Packaging (POP) Personal Computer Program III

ADMINISTRATIVE INSTRUCTIONS: Some applicable publications and forms are furnished only by electronic means and may require computer hardware/software to access and/or download and print. Access to the Hazardous Material Information System (HMIS) may be required to meet safety regulations for hazmat handling, identification, and reporting.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TASK: 3112.03.04 CONDUCT SPECIAL HANDLING CARGO OPERATIONS

CONDITION(S): Given assignment as special handling/hazardous material cargo certifier, cargo requiring special handling, access to automated system(s), Transportation Control and Movement Document (TCMD), appropriate forms, and the references.

STANDARD(S): To meet Federal and service regulations and requirements per the references.

PERFORMANCE STEPS:

1. Check TCMD for accurate identification of hazardous/special handling material.
2. Determine if cargo has been properly marked and contents certified:
 - a. Classified
 - b. Sensitive
 - c. Hazardous
 - d. High value/pilferable
3. Certify hazardous cargo using Shipper's Declaration of Hazardous Material, if applicable.
4. File documentation, as required.

REFERENCE(S):

1. 49 CFR Transportation, Parts 100-185

2. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
3. MCO P4030.19, Preparing Hazardous Materials for Military Air Shipments
4. MCO P4600.7, USMC Transportation Manual

ADMINISTRATIVE INSTRUCTIONS: Some applicable publications and forms are furnished only by electronic means and may require computer hardware/software to access and/or download and print. Access to the Hazardous Material Information System (HMIS) may be required to meet safety regulations for hazmat handling, identification, and reporting.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (Cpl)

TASK: 3112.03.05 SUPERVISE SHIPMENTS OF HAZARDOUS/SPECIAL HANDLING MATERIAL

CONDITION(S): Given shipments containing hazardous/special handling material, access to automated system(s), appropriate forms, and the references.

STANDARD(S): To ensure Federal and service regulations and requirements are met per the references.

PERFORMANCE STEPS:

1. Ensure personnel are formally trained and certified to handle hazardous/special handling material shipments.
2. Ensure preservation, packaging, and packing (PP&P) requirements for hazardous/special handling material shipments are met, including proper marking and labeling.
3. Ensure material handling segregation and separation procedures are in compliance with local, state, and Federal regulations.
4. Ensure high value/pilferable items are identified using DD Form 1907, Signature and Tally Record, as applicable.
5. Ensure accurate and complete documentation accompanies shipments, including DD Form 836, Shipper's Declaration of Hazardous Goods, or others, as applicable.
6. Ensure applicable cargo security requirements, including signature control, are met.

REFERENCE(S):

1. 29 CFR Occupational Safety and Health Standards, 1910.1200 Hazard Communication
2. 49 CFR Transportation, Parts 100-185
3. International Air Transport Association (IATA) Dangerous Goods Regulation
4. International Maritime Dangerous Goods (IMDG) Code
5. North American Emergency Response

6. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
7. MCO P4030.19, Preparing Hazardous Materials for Military Air Shipments
8. MCO P4600.7, USMC Transportation Manual
9. PC-POP III, Performance Oriented Packaging (POP) Personal Computer Program III

ADMINISTRATIVE INSTRUCTIONS: Some applicable publications and forms are furnished only by electronic means and may require computer hardware/software to access and/or download and print. Access to the Hazardous Material Information System (HMIS) may be required to meet safety regulations for hazmat handling, identification, and reporting.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Sgt)

DUTY AREA 04 - PASSENGER MOVEMENT

TASK: 3112.04.01 PROCESS PASSENGER TRAVEL

CONDITION(S): Given a request to arrange passenger travel, access to automated system(s), appropriate orders and forms, and the references.

STANDARD(S): To meet transportation requirements per the references.

PERFORMANCE STEPS:

1. Ensure member has appropriate orders.
2. Determine travel entitlements and brief member.
3. Determine mode of transportation.
4. Arrange for commercial travel, as appropriate.
5. Prepare a SF 1169, U. S. Government Transportation Request, as required.
6. Endorse member's orders.
7. Retain copies of documentation in passenger movement file.

REFERENCE(S) :

1. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
2. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
3. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
4. MCO 4650.30, Port Call Procedures / Move USMC Between Overseas
5. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.04.02 PROCESS UNUSED TRANSPORTATION DOCUMENT

CONDITION(S): Given unused travel ticket; SF 1170, Redemption of Unused Tickets; access to automated system(s), and the references.

STANDARD(S): To ensure that the unused ticket is voided and the Government is reimbursed for the value of the ticket per the references.

PERFORMANCE STEPS:

1. Receive the unused ticket from member.
2. Annotate ticket "Cancelled-Surrendered Unused."
3. Complete SF 1170.

4. Enter the refund/credit into the Automated Government Transportation Request (AGTR) System,
5. Attach the unused ticket with a copy of SF 1170 and forward to the appropriate authority for processing.
6. Retain copies of documentation in passenger movement file.

REFERENCE(S) :

1. Local Standing Operating Procedures (SOP)
2. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.04.03 ARRANGE TRAVEL FOR MEMBERS WITH INSUFFICIENT FUNDS

CONDITION(S) : Given a travel request from service member with insufficient funds, access to automated system(s), appropriate forms, and the references.

STANDARD(S) : To meet transportation requirements per the references.

PERFORMANCE STEPS:

1. Determine if service member is eligible for cost charge travel.
2. Prepare the following forms:
 - a. DD Form 139, Pay Adjustment Authorization
 - b. SF 1169, Transportation Request
3. Provide service member a completed transportation request form and a copy of DD Form 139.
4. Forward the original and three copies of documentation to DFAS, Kansas City, MO, and forward one copy to MARCORLOGBASE, Albany, GA.
5. Retain copies of documentation in passenger movement file.

REFERENCE(S) :

1. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
2. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
3. MCO P4600.7, USMC Transportation Manual
4. MCO P4650.37, Marine Corps Transportation Information Management (MCTIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Cpl)

TASK: 3112.04.04 ARRANGE TRAVEL FOR PRISONER UNDER ESCORT

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CONDITION(S): Given a request to arrange passenger transportation for a prisoner under escort; SF 1169, Transportation Request; access to automated system(s), and the references.

STANDARD(S): To meet transportation requirements per the references.

PERFORMANCE STEPS:

1. Review orders for prisoner's escort.
2. Prepare an SF 1169 for both escort and prisoner, as applicable.
3. Endorse escort's and prisoner's travel orders.
4. Retain copies of documentation in passenger movement file.

REFERENCE(S):

1. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
2. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
3. DOD 4515.13-R, Air Transportation Eligibility
4. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.04.05 RECONCILE CENTRALLY-BILLED ACCOUNTS (CBA) FOR PAYMENT

CONDITION(S): Given a passenger bill, access to Automated Government Transportation Request (AGTR) System, and the references.

STANDARD(S): To meet standards of accuracy prior to certification per the references.

PERFORMANCE STEPS:

1. Review billing information.
2. Perform reconciliation process.
3. Retain copies of billing documentation as required.
4. Submit the bill for certification and payment.

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)
2. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.04.06 PROCESS PORT CALL REQUEST

Appendix B to
ENCLOSURE (6)

CONDITION(S): Given a request to arrange passenger transportation for service member, access to automated system(s), appropriate orders and forms, and the references.

STANDARD(S): To provide Air Mobility Command (AMC) reservation(s) to service member per the references.

PERFORMANCE STEPS:

1. Review member's orders and port call request to determine aerial port of embarkation (APOE), aerial port of debarkation (APOD), and available travel dates.
2. Arrange port call through the Global Air Transportation Execution System (GATES).
3. Endorse member's orders and provide AMC travel information.
4. Retain copies of documentation in passenger movement file.

REFERENCE(S):

1. USAF Foreign Clearance Guide
2. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
3. DOD 4515.13-R, Air Transportation Eligibility
4. MCO 4650.30, Port Call Procedures / Move USMC Between Overseas
5. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.04.07 PROCESS PASSENGERS AT DOD AIR TERMINAL FOR COMMON USER DOD-OWNED OR CONTROLLED AIRCRAFT

CONDITION(S): Given passengers at terminal with appropriate documentation, access to automated system(s), passenger manifest, and the references.

STANDARD(S): To meet passenger transportation requirements per the references.

PERFORMANCE STEPS:

1. Ensure member/group has appropriate documentation:
 - a. Individual/group orders or leave papers
 - b. AMC reservation(s)
 - c. Military Identification Cards, as applicable
2. Place each member's name on passenger manifest.
3. Issue each member a boarding pass/seat assignment.
4. Check each member's baggage.

- a. Ensure baggage claim tags are placed on all bags not accompanying the passenger.
 - b. Weigh baggage, as required.
 - c. X-ray all checked and carry-on baggage, as required.
5. Ensure all passengers proceed through the security gate and are staged in the security lounge area at least 30 minutes prior to boarding time, or as required.

REFERENCE(S) :

1. USAF Foreign Clearance Guide
2. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
3. DOD 4515.13-R, Air Transportation Eligibility

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (PFC)

TASK: 3112.04.08 PROCESS NO-FEE PASSPORT

CONDITION(S) : Given a request to provide no-fee passport; appropriate orders, forms, and photographs; and the reference.

STANDARD(S) : To meet Federal and service regulations and requirements per the reference.

PERFORMANCE STEPS:

1. Determine requirements for entry.
2. Prepare DD Form 1056, Authorization to Apply for a "No Fee" Passport and/or Request for Visa.
3. Retain copies of documentation.
4. Forward copies of documentation to Department of State, as required.

REFERENCE(S) :

1. USAF Foreign Clearance Guide

ADMINISTRATIVE INSTRUCTIONS: Successful completion of certifier's course is required to perform this task.

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Cpl)

TASK: 3112.04.09 PROCESS GROUP TRAVEL REQUEST

CONDITION(S) : Given a request to arrange group travel, access to automated system(s), appropriate orders and forms, and the references.

STANDARD(S) : To meet passenger transportation requirements per the references.

PERFORMANCE STEPS:

1. Ensure members have appropriate orders.
2. Determine mode of transportation.
3. Coordinate travel support, as required.
4. Arrange for charter air and/or bus travel, as appropriate.
5. Process Government Charter Coach Certificates (GCCC's).
6. Prepare a SF 1169, U. S. Government Transportation Request.
7. Retain file copies of documentation.

REFERENCE(S) :

1. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
2. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TASK: 3112.04.10 ARRANGE TRANSPORTATION FOR DECEASED MEMBER (BLUEBARK)

CONDITION(S): Given a request to arrange transportation for deceased member, access to automated system(s), appropriate forms, and the references.

STANDARD(S): To ensure passenger transportation requirements are met per the references.

PERFORMANCE STEPS:

1. Review documentation from Casualty Assistance Officer.
2. Arrange passenger transportation for authorized escorts.
3. Prepare an SF 1169, Bluebark Government Transportation Request (GTR).
4. Retain copies of documentation in passenger movement file.

REFERENCE(S) :

1. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
2. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
3. MCO 4631.3, Military Airlift "Blue Bark" Passengers
4. MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN)
5. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

MCO 1510.41B
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TASK: 3112.04.11 SUPERVISE PASSENGER AIR MOBILITY COMMAND (AMC) GATEWAYS

CONDITION(S): Given a passenger travel section, access to automated system(s), and the references.

STANDARD(S): To meet Federal and service regulations and requirements per the references.

PERFORMANCE STEPS:

1. Ensure AMC channel (passenger) requests are processed accurately using the Global Air Transportation Execution System (GATES).
2. Ensure the required endorsement to the service member's orders is accurately prepared.
3. Ensure AMC endorsement is provided to the service member.
4. Retain copies of documentation in passenger movement files.
5. Manage internal control procedures.
6. Process emergency leave travel.
7. Assemble, submit, and file passenger travel statistical reports, as required.

REFERENCE(S):

1. DOD 4500.9-R, PART I, Defense Transportation Regulation (DTR), Passenger Movement
2. DOD 4515.13-R, Air Transportation Eligibility

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (SSgt)

DUTY AREA 05 - CONTAINER/BREAKBULK OPERATIONS

TASK: 3112.05.01 CONDUCT CONTAINER OPERATIONS

CONDITION(S): Given containers, deployment plan/direction, access to automated system(s), appropriate forms, and the references.

STANDARD(S): To ensure container accountability and In-Transit Visibility (ITV) of cargo per the references.

PERFORMANCE STEPS:

1. Direct staging of DoD-owned or leased containers at unit and/or designated staging areas.
2. Direct stuffing containers, segregating cargo according to physical compatibility and/or special handling requirements, according to destination.
3. Direct blocking and bracing for containers and ensure inspection prior to movement or loading.
4. Record contents of containers stuffed to assist in provisions for ITV during transportation.
5. Record contents of containers unstuffed to provide data of cargo to consignees.

REFERENCE (S) :

1. Local Standing Operating Procedures (SOP)
2. DOD 4500.9-R, PART II, Defense Transportation Regulation (DTR), Cargo Movement
3. MCO P4600.7, USMC Transportation Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (PFC)